

Step 1: Universal Data Collection

Please complete the following basic client information and note that all fields with an * are required fields. Universal Data Elements are required for all project participants. The response “Data Not Collected” means the question was not asked of the client and will report as missing on reports.

Basic Client Information:*

First Name: * _____ Last Name: * _____

Middle Name: _____ Suffix: _____

Name Data Quality: * Social Security Number: * Birthdate: *

- ☐ Full Name Reported
- ☐ Partial, Street Name or Code Name Reported
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

- ☐ _____
- ☐ Full SSN Reported
- ☐ Approximate or Partial SSN Reported
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

- ☐ Full DOB Reported
- ☐ Approximate or Partial DOB Reported
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Ethnicity: *

- ☐ Hispanic/Latino
- ☐ Non-Hispanic/Latino
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Race: * (Select All That Apply)

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Gender: *

- ☐ Male
- ☐ Female
- ☐ Transgender Female to Male
- ☐ Transgender Male to Female
- ☐ Client Doesn't Identify Male, Female or Transgender
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

If Female, Pregnancy Status: *

- ☐ Yes
 - ☐ Due Date: _____
- ☐ No
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Disabling Condition: *

- ☐ Yes
- ☐ No
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Veteran Status: *

- ☐ Yes
- ☐ No
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Relationship to Head of Household: *

- ☐ Self
- ☐ Son
- ☐ Daughter
- ☐ Dependent Child
- ☐ Spouse
- ☐ Foster Child
- ☐ Grandchild
- ☐ Other Family Member
- ☐ Other Non-Family Member

Contact Information:

Address: _____ City/State/Zip: _____

Email: _____ Home Phone: _____

Work Phone: _____ Message Phone: _____

Step 2: Project Enrollment

Complete the project enrollment information and please note all fields with an * are required fields. Complete additional forms for each household member to be enrolled.

Assessment Date:* _____

Case Assignment:* _____

Step 3: Entry Assessments

Complete the following entry assessments and please note all fields with an * are required fields.

Housing Status* (*Based on housing condition just prior to project entry*)

- | | |
|--|--|
| <input type="checkbox"/> Category 1 – Homeless | <input type="checkbox"/> Stably Housed |
| <input type="checkbox"/> Category 2 – At Imminent Risk of Losing Housing | <input type="checkbox"/> Client Doesn't Know |
| <input type="checkbox"/> Category 3 – Homeless Only Under Other Federal Statutes | <input type="checkbox"/> Client Refused |
| <input type="checkbox"/> Category 4 – Fleeing Domestic Violence | <input type="checkbox"/> Data Not Collected |
| <input type="checkbox"/> At Risk of Homelessness | |

Type of Residence:* (*Living situation just prior to project entry*)

HOMELESS SITUATION

- ☐ Place not meant for habitation (a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
- ☐ Emergency shelter, including hotel or motel paid for with emergency shelter voucher
- ☐ Safe Haven
- ☐ Interim Housing (*housing situation where a chronically homeless person has applied for permanent housing, been accepted and housing reserved, but unit is not yet available*)

If the client's type of residence is a homeless situation, answer the following questions:

Length of stay in the prior living situation:*

- ☐ One night or less
- ☐ Two to six nights
- ☐ One week or more, but less than one month
- ☐ One month or more, but less than 90 days
- ☐ 90 days or more, but less than one year
- ☐ One year or longer
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Approximate date homelessness started:* _____

Type of Residence:* (*Living situation just prior to project entry*)

INSTITUTIONAL SITUATION

- ☐ Foster care home or foster care group home
- ☐ Hospital or other residential non-psychiatric medical facility

- ☐ Jail, Prison or Juvenile Detention Center
- ☐ Long-term care facility or nursing home
- ☐ Psychiatric Hospital or Other Psychiatric Facility
- ☐ Substance Abuse Treatment Facility or Detox Center

If the client's type of residence is an institutional situation, answer the following questions:

Did you stay less than 90 days:*

☐ Yes

☐ No

If Yes, then length of stay in the prior living situation:*

If No, then length of stay in the prior living situation:*

- ☐ One night or less
- ☐ Two to six nights
- ☐ One week or more, but less than one month
- ☐ One month or more, but less than 90 days
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

- ☐ 90 days or more, but less than one year
- ☐ One year or longer
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

On the night before did you stay on the streets, ES or SH:*

- ☐ Yes, approximate date homelessness started: _____
- ☐ No
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Type of Residence: * *(Living situation just prior to project entry)*

TRANSITIONAL AND PERMANENT HOUSING SITUATION

- ☐ Hotel or motel paid for without emergency shelter voucher
- ☐ Owned by client, no ongoing housing subsidy
- ☐ Owned by client, with ongoing housing subsidy
- ☐ Permanent Housing for Formerly Homeless Persons (a CoC project; HUD legacy programs; or HOPWA PH)
- ☐ Rental by client, with no ongoing housing subsidy
- ☐ Rental by client, with VASH housing subsidy
- ☐ Rental by client, with GPD TIP subsidy
- ☐ Rental by client, with other ongoing housing subsidy
- ☐ Residential project or halfway house with no homeless criteria
- ☐ Staying or living in a family member's room, apartment or house
- ☐ Staying or living in a friend's room, apartment or house
- ☐ Transitional Housing for Homeless Persons (Including Homeless Youth)
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

If the client's type of residence is a transitional or permanent housing situation, answer the following questions:

Did you stay less than 7 nights?:*

☐ Yes

☐ No

If Yes, then length of stay in the prior living situation:*

If No, then length of stay in the prior living situation:*

☐ One night or less

☐ One week or more, but less than one month

☐ Two to six nights

☐ One month or longer, but less than 90 days

☐ One week or more, but less than one month

☐ 90 days or more, but less than one year

☐ One month or more, but less than 90 days

☐ One year or longer

☐ Client Doesn't Know

☐ Client Doesn't Know

☐ Client Refused

☐ Client Refused

☐ Data Not Collected

☐ Data Not Collected

On the night before did you stay on the streets, ES or SH:*

☐ Yes, approximate date homelessness started: _____

☐ No

☐ Client Doesn't Know

☐ Client Refused

☐ Data Not Collected

Only answer the next two questions if client's type of residence was a homeless situation or if client stayed on the streets, in an ES or SH on the night before.

Regardless of where they stayed last night – number of times the client has been on the streets, in ES, or SH in the past three years including today:*

☐ One Time

☐ Client Doesn't Know

☐ Two Times

☐ Client Refused

☐ Three Times

☐ Data Not Collected

☐ Four Times

Total number of months homeless on the street, in ES, or SH in the past three years:*

☐ One month (this time is the first month)

☐ Client Doesn't Know

☐ 2-12 months

☐ Client Refused

☐ Number of months (2-12):* _____

☐ Data Not Collected

☐ More than 12 months

Covered by Health Insurance:*

☐ Yes

☐ No

☐ Client Doesn't Know

☐ Client Refused

☐ Data Not Collected

If Yes, Type:*

☐ Private - COBRA

☐ Private – Employer

☐ Private – Individual

☐ Medicare

☐ Medicaid

☐ State Children's Health Insurance

Program (S-CHIP; not Medicaid or HIP)

☐ Military Insurance

☐ Other Public

☐ State Funded (HIP or HIP 2.0)

☐ Indian Health Service (Native American)

☐ Other _____

Status:*

☐ Active

☐ Start Date: _____

☐ End Date: _____

☐ No

☐ Applied; decision pending

☐ Applied; client not eligible

☐ Client did not apply

☐ Insurance type N/A for this client

☐ Client Doesn't Know

☐ Client Refused

☐ Data Not Collected

Veterans Assessment:*

Military Branch:*

☐ Army

☐ Air Force

☐ Navy

☐ Marines

☐ Coast Guard

☐ Client Doesn't Know

☐ Client Refused

☐ Data Not Collected

Discharge Status:*

☐ Honorable

☐ General under honorable conditions

☐ Bad Conduct

☐ Dishonorable

☐ Under Other Than Honorable Conditions (OTH)

☐ Uncharacterized

☐ Client Doesn't Know

☐ Client Refused

☐ Data Not Collected

Service Entry Date: _____ Service Exit Date: _____

Select Theatre(s) of Operation(s):* (May not apply to client)

☐ World War II (September 1940-July 1947)

☐ Vietnam War (August 1964-April 1975)

☐ Persian Gulf War (Operation Desert Storm)
(August 1991-September 10, 2001)

☐ Afghanistan (Operation Enduring Freedom)

☐ Iraq (Operation Iraqi Freedom)

☐ Iraq (Operation New Dawn)

☐ Other Peace-keeping operations or military interventions
(such as Lebanon, Panama, Somalia, Kosovo)

☐ Korean War (June 1950-January 1955)

Status:*

☐ Yes

☐ No

☐ Client Doesn't Know

☐ Client Refused

☐ Data Not Collected

HMIS Barriers Assessment:*

<u>Barriers:*</u>	<u>Barrier Present?</u>	<u>Receiving Services/Treatment?</u>	<u>Condition Indefinite?</u>	<u>Documentation on File?</u>
Alcohol Abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Developmental Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drug Abuse	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No
HIV/AIDS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mental Health	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Physical Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chronic Health Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No

If client reports "Alcohol Abuse, Drug Abuse and/or Mental Health" as present barriers, complete the following:

How confirmed:

- ☐ Unconfirmed; presumptive or self-report
- ☐ Confirmed through assessment and clinical evaluation
- ☐ Confirmed by prior evaluation or clinical records

Serious Mental Illness (SMI):

- ☐ No
- ☐ Unconfirmed; presumptive or self-report
- ☐ Confirmed through assessment and clinical evaluation
- ☐ Confirmed by prior evaluation or clinical records
- ☐ Client Doesn't Know
- ☐ Client Refused

Domestic Violence Assessment of Victim:*

Is client a victim of domestic violence:*

- | | |
|--|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Client Doesn't Know | <input type="checkbox"/> Client Refused |
| <input type="checkbox"/> Data Not Collected | |

Currently Fleeing:*

- | | |
|--|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Client Doesn't Know | <input type="checkbox"/> Client Refused |
| <input type="checkbox"/> Data Not Collected | |

If yes, when experience occurred:*

- ☐ Within the past three months
- ☐ Three to six months ago (excluding 6 months exactly)
- ☐ Six months to one year ago (excluding 1 year exactly)
- ☐ One year ago or more
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

Medical Assessment:*

Medical Assistance Type:*

- ☐ Receiving public HIV/AIDS medical assistance
 - ☐ Yes
 - ☐ No

- ☐ Receiving AIDS Drug Assistance Program (ADP)
 - ☐ Yes
 - ☐ No

If No, Reason No (if applicable):

- ☐ Applied; decision pending
- ☐ Applied; client not eligible
- ☐ Client Did Not Apply
- ☐ Insurance Type N/A for this Client
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

If No, Reason No (if applicable):

- ☐ Applied; decision pending
- ☐ Applied; client not eligible
- ☐ Client Did Not Apply
- ☐ Insurance Type N/A for this Client
- ☐ Client Doesn't Know
- ☐ Client Refused
- ☐ Data Not Collected

T-Cell (CD4) Count Available:*

- | | | | | | |
|--|--------|-------|----------------|-------|---|
| <input type="checkbox"/> Yes | Date:* | _____ | T-Cell Count:* | _____ | <input type="checkbox"/> Client Report |
| <input type="checkbox"/> No | | | | | <input type="checkbox"/> Medical Report |
| <input type="checkbox"/> Client Doesn't Know | | | | | <input type="checkbox"/> Other |
| <input type="checkbox"/> Client Refused | | | | | |
| <input type="checkbox"/> Data Not Collected | | | | | |

Viral Load Available:*

- | | | | | | |
|---|--------|-------|--------------|-------|---|
| <input type="checkbox"/> Available | Date:* | _____ | Viral Load:* | _____ | <input type="checkbox"/> Client Report |
| <input type="checkbox"/> Not Available | | | | | <input type="checkbox"/> Medical Report |
| <input type="checkbox"/> Undetectable | | | | | <input type="checkbox"/> Other |
| <input type="checkbox"/> Client Refused | | | | | |
| <input type="checkbox"/> Data Not Collected | | | | | |

Financial Assessment:* Cash Income: * ☐ Yes ☐ No

- ☐ Earned Income \$ _____
- ☐ Private Disability Insurance \$ _____
- ☐ Unemployment Insurance \$ _____
- ☐ Worker's Compensation \$ _____
- ☐ Pension From Former Job (VA Included) \$ _____
- ☐ Supplemental Security Income \$ _____
- ☐ Social Security Disability Income \$ _____
- ☐ Retirement (Social Security) \$ _____
- ☐ Alimony \$ _____
- ☐ VA Service-Connected Disability \$ _____
- ☐ VA NonService-Connected Disability \$ _____
- ☐ TANF \$ _____
- ☐ Child Support \$ _____
- ☐ Other Income \$ _____

Adult Education Assessment:*

Currently in School/Working on Degree:

- ☐ Yes ☐ No
- ☐ Client Doesn't Know ☐ Client Refused
- ☐ Data Not Collected

Received Vocational Training/Apprenticeship:

- ☐ Yes ☐ No
- ☐ Client Doesn't Know ☐ Client Refused
- ☐ Data Not Collected

Highest Grade Completed:*

- ☐ School program does not have grade levels ☐ High School Diploma
- ☐ Less than grade 5 ☐ GED
- ☐ Grades 5-6 ☐ Some college
- ☐ Grades 7-8 ☐ Client Doesn't Know
- ☐ 9th Grade ☐ Client Refused
- ☐ 10th Grade ☐ Data Not Collected
- ☐ 11th Grade
- ☐ 12 Grade, no diploma

Attendance Status:

- ☐ Attending school regularly ☐ Suspended
- ☐ Attending school irregularly ☐ Expelled
- ☐ Graduated from high school ☐ Client Doesn't Know
- ☐ Obtained GED ☐ Client Refused
- ☐ Dropped out ☐ Data Not Collected
- ☐ Suspended

Secondary Education:

- ☐ Associates Degree ☐ Doctorate ☐ Client Doesn't Know
- ☐ Bachelors ☐ Other Graduate/Professional Degree ☐ Client Refused
- ☐ Masters ☐ Certificate of Advanced Training or Skilled Artisan ☐ Data Not Collected

Non Cash Benefits:* ☐ Yes ☐ No

- ☐ Food Stamps/Money for Food on Benefits Card \$ _____
- ☐ Special Supplemental Nutrition Program (WIC)
- ☐ TANF Child Care Services
- ☐ TANF Transportation Services
- ☐ Other TANF Funded Services
- ☐ Section 8, Public Housing, Other Rental Asst. (PSH) \$ _____
- ☐ Temporary Rental Assistance (RRH) \$ _____
- ☐ Other Source

Child Education Assessment:*

Highest Grade Completed:*

- ☐ School program does not have grade levels ☐ 12 Grade, no diploma
- ☐ Less than grade 5 ☐ High School Diploma
- ☐ Grades 5-6 ☐ GED
- ☐ Grades 7-8 ☐ Some College
- ☐ 9th Grade ☐ Client Doesn't Know
- ☐ 10th Grade ☐ Client Refused
- ☐ 11th Grade ☐ Data Not Collected

Current Enrollment Status:*

- ☐ Yes ☐ No
- ☐ Client Doesn't Know ☐ Client Refused

If Yes, Type of School:

- ☐ Public School ☐ Technical/Career
- ☐ Homeschool ☐ Client Doesn't Know
- ☐ Charter ☐ Client Refused
- ☐ Parochial or Other Private School

School Name: _____

Connected w/McKinney-Vento School Liaison?

- ☐ Yes ☐ No
- ☐ Client Doesn't Know ☐ Client Refused

If not enrolled, Last Enrollment Date: _____

Reason Not Enrolled: _____

*Self-Sufficiency Matrix and AMI Assessments
also available. Other helpful resources at
www.IndianaBOS.org.*